

**RESIGNATION OF INSTRUCTIONAL STAFF MEMBER**

All staff members who sign a contract are expected to honor the contract.

Resignations tendered between the time the employee signs the contract and July 1 of the given year will not be accepted unless and until a suitable and fully qualified replacement is hired. Resignations tendered after July 1 of the year of the contract may not be accepted nor will the employee be released from his/her contractual duties.

However, the Board recognizes that extenuating circumstances may arise which warrants it giving special consideration to a resignation request. In these instances, the Board may make exceptions to this policy, on a case by case basis.

If an employee under contract breaches his/her contractual obligations to the District, or fails to abide by the terms of this policy, the Board may initiate such legal actions as it deems appropriate, including monetary damages from the employee.

In addition, if a teacher reneges on his/her contract, the Board shall notify the teacher certification division of the Department of Education.

**Mrs. Janet Gagnon, Chairperson**  
**Mrs. Priscilla Colbath**  
**Mrs. J. Lisbeth Olimpio**  
**Mr. Fred Elliott**  
**Mrs. Judith Nason**

**Adopted by the Board: 6 September 1977**  
**Reaffirmed by the Board: 17 October 2002**  
**Revised by the Board: 20 April 2011**